



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Administration Manager
Posting Number	PN# 107041
Department	Health & Human Services
Division	Environmental Health
Section	Bureau of Animal Regulation and Care (BARC)
Reporting Location	2700 Evella
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs substantially complex and varied administrative functions in the direction and coordination of programs and procedures in the assigned department.

CORE FUNCTIONS

- Oversees the purchasing, warehouse and inventory control processes and understands procedures and documents required. Manages and negotiates contracts for goods and services.
- Supervises revenue licensure and cash handling.
- Responsible for the coordination and tracking of all fleet vehicles, maintenance and repairs.
- Prepares precise monthly reports and summary reports as required and requested. Interact with all levels of administration, staff, city officials and customers regarding complaints and/or special requests.
- Oversees the kennel and maintenance and care of animals.

WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Accounting, Political Science, or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of professional experience in personnel, administration, accounting or a closely related field are required. Directly related professional experience may be substituted for the educational requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

- Preference will be given to applicants with experience in Advantage, and familiar with tracking system.
- Familiarity with care and maintenance of animals and infection control.
- Competent in computer programs such as Microsoft Office Excel and PowerPoint, Microsoft Project.
- The ability to develop graphs and spreadsheets. Good writing skills and has developed and written policies and procedures. Excellent oral and written communication skills.
- Participated in Quality Assurance projects and/or programs.

SELECTION/SKILLS TESTS REQUIRED

A skills test will be required.

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITIONS

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 26
\$1,587 - \$2,203 Biweekly \$41,262 - \$57,278 Annually

OPENING DATE

October 12, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9471.

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